VENDOR CHANGE eVA REGISTRATION TYPE SUBMISSION

From State Entered Vendor

<u>To</u> Self Registered Vendor

Overview

For agencies and vendors to take full advantage of eVA, State Entered Vendors can and should be encouraged to Self Register. Agencies will no longer incur the eVA fee on orders associated to Non-Self Registered Vendors. Vendors will be able to reap the full benefits of eVA as a Self Registered Vendor including loading catalogs, automated email or fax bidding notifications, online bidding, etc.

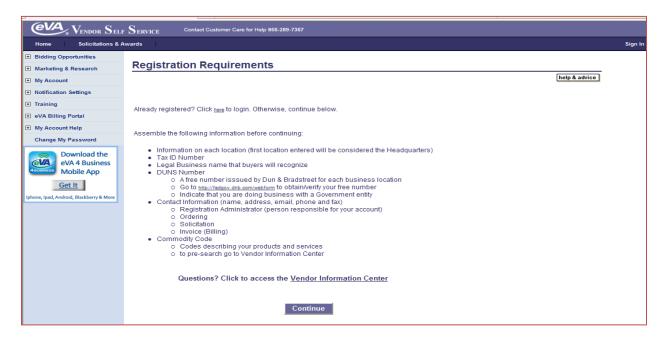
On-Line Change Registration Type from State Entered Vendor to Self Registered

This functionality allows vendors to submit requests to Change the Registration Type from a State Entered Vendor to a Self Registered Vendor. This functionality is accessed through the Vendor Self Service (VSS) module.

Review and Approval

All Change Registration Type submissions are reviewed by the eVA Vendor Support Team. The Team will follow the established process to review and approve/deny the submissions. The vendor will be notified by email of the status.

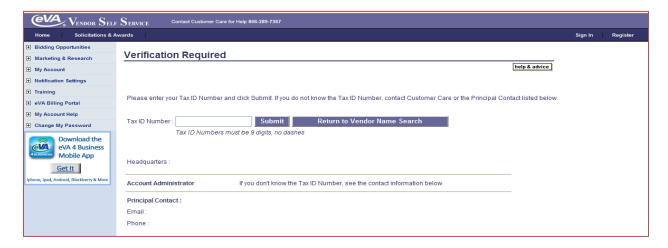
The Vendor will access thru the VSS application



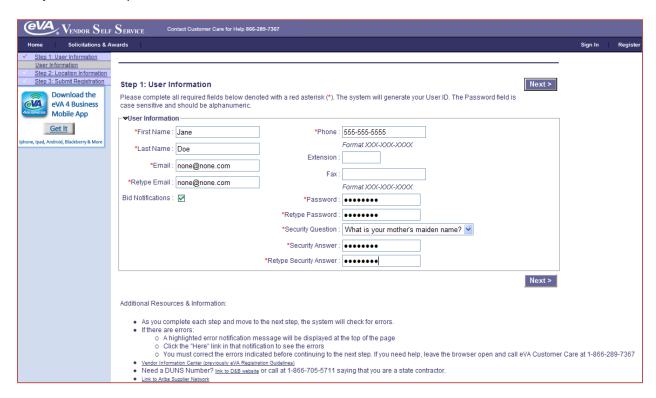
To prevent 'duplicate' registrations, when self registering, vendors will be asked to perform a search to determine if there is currently a registration in eVA. If a State Entered Vendor registration is returned in the search the vendor should select the option to 'Change Registration Type'.



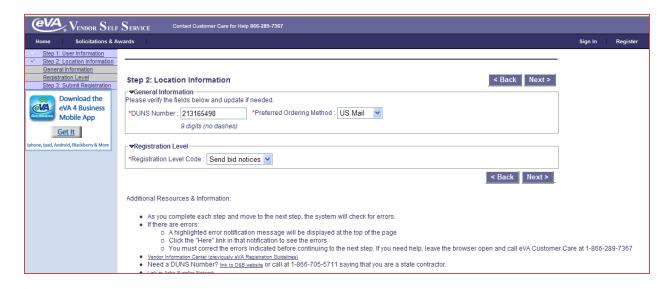
To insure security, they will need the Tax Identification Number



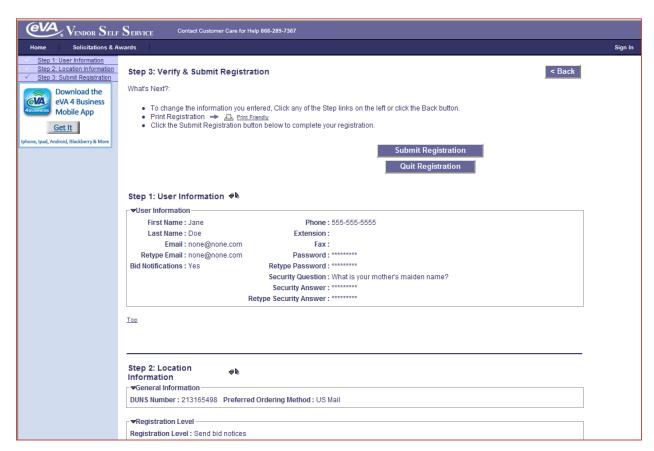
They will enter specific user information



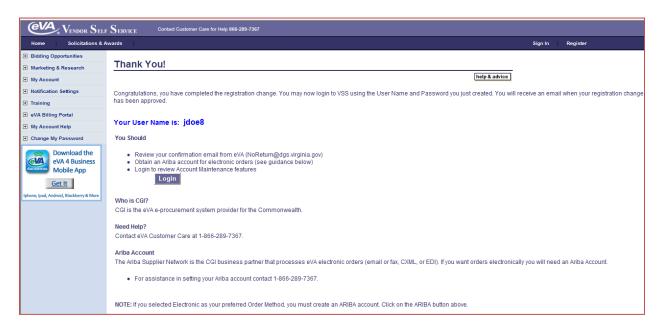
And Location Information



Review and Submit the Registration



They will be given a User Name and advised they will receive an email when the registration change has been approved. They will also receive an Acknowledgement eMail.



The registration will be reviewed by the eVA Vendor Support Team. If approved, the vendor will receive an 'Approval' eMail. If 'Denied,' the vendor will receive a Denial eMail stating the Denial reason.

For assistance, Vendors can contact: eVA Customer Care: Phone 866-289-7367 or 804-371-2525 Email: eVACustomerCare@dgs.virginia.gov

Sample Vendor eMail-Change Registration Type Submissions

Acknowledgement eMail:

Jane Doe:

You have successfully submitted a request to change your eVA registration from 'State-Entered' to 'Self-Registered'. The eVA Vendor Support Team will review your information for approval or denial and you will be notified of the decision. If denied, you will be contacted to determine any next actions.

You should:

- Review the registration summary below
- Obtain an Ariba account for Electronic orders(see guidance below)
- Login to review Account maintenance features and verify:
 - o Your companies addresses(Physical, Ordering, Solicitation, Billing, and

Payment)

- o Set Commodity Codes(to receive bidding opportunities)
- o Verify your service area(statewide or select local area)

Here are some details about your eVA account:

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User ID (case sensitive) : jdoe7
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Buyers will know your company as : Accounting Plus Location Name : Richmond eVA Vendor ID : VS0000002103 Virginia Location ID(VLIN) : VA00001035

Ordering Address : 100 E. Broad Street , Richmond VA 12345
Solicitation Address : 100 E. Broad Street , Richmond VA 12345
Billing Address : 100 E. Broad Street , Richmond VA 12345
Payment Address : 100 E. Broad Street , Richmond VA 12345
Physical Address : 100 E. Broad Street , Richmond VA 12345
Ordering Contact : John Doe, none@none.com, fax:555-555-5555,

phone:555-5555 Solicitation Contact : John Doe, none@none.com, fax:555-555-5555,

phone:555-5555 Invoice (Billing) Contact : John Doe, none@none.com, fax:555-555-5555,

phone:555-555-

Preferred Order Method : US Mail

* Electronic requires an Ariba Account. See guidance below

Ariba Account:

The Ariba Supplier Network is the CGI business partner that processes eVA electronic orders (email or FAX, CXML or EDI). If you want orders electronically you will need an Ariba account.

- For details on setting up your Ariba Account please visit.
 http://www.eva.virginia.gov/CBT/pages/Get-electronic-eVA-orders-with-Ariba.htm
- For assistance in setting up your Ariba account contact 1-866-289-7367.
- If you selected electronic as your preferred order method your eVA account will be changed to the paper option until you have established an Ariba account.

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomercare@dgs.virginia.gov.

Approval eMail:

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----Original Message----
From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]
Sent: Monday, December 03, 2012 10:03 AM
To: Beasley, Victoria (DGS)
Subject: ADVMAIL: Your request for an eVA Registration Type change has been Approved
John Smith,
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Your request to change your eVA registration from 'State-Entered' to 'Self-Registered' has been approved.

You should:

- Review the registration summary below
- Obtain an Ariba account for Electronic orders (see guidance below)
- Login to review Account maintenance features and verify:
- o Your companies addresses (Physical, Ordering, Solicitation, Billing, and Payment)
 - o Set Commodity Codes (to receive bidding opportunities)
 - o Verify your service area (statewide or select local area)

Here are some details about your eVA account:

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User ID (case sensitive): jsmith1026
Buyers will know your location as: Design World
Location Name: Richmond Office
eVA Vendor ID: VS0000002106
Virginia Location ID (VLIN): VA00001040
Ordering Address: 7 W. Broad, Richmond, VA 12345
Solicitation Address: 7 W. Broad, Richmond, VA 12345
Billing Address: 7 W. Broad, Richmond, VA 12345
Payment Address: 7 W. Broad, Richmond, VA 12345
Physical Address: 7 W. Broad, Richmond, VA 12345
Ordering Contact: Jane Smith, victoria.beasley@dgs.virginia.gov, 555-555-5555, Fax: 555-555-
Solicitation Contact: Jane Smith, victoria.beasley@dgs.virginia.gov, 555-555-5555, Fax: 555-
555-5555
Invoice (Billing) Contact: Jane Smith, victoria.beasley@dgs.virginia.gov, 555-555-5555, Fax:
555-555-5555
Preferred Order Method: US Mail
* Electronic requires an Ariba Account. See guidance below
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Ariba Account:

The Ariba Supplier Network is the CGI business partner that processes eVA electronic orders (email or FAX, CXML or EDI). If you want orders electronically you will need an Ariba account.

- For details on setting up your Ariba Account please visit:
- http://www.eva.virginia.gov/CBT/pages/Get-electronic-eVA-orders-with-Ariba.htm
 - For assistance in setting up your Ariba account contact 1-866-289-7367.
- If you selected electronic as your preferred order method your eVA account will be changed to the paper option until you have established an Ariba account.

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Denial eMail:

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----Original Message----
From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]
Sent: Thursday, November 29, 2012 1:26 PM
To: Beasley, Victoria (DGS)
Subject: ADVMAIL: Your request for an eVA Registration Type change has been Denied
Jane Doe,
Your request to change your eVA registration from 'State-Entered' to 'Self-Registered' has
been denied because Please submit a W-9.
Here are some details about your eVA account:
User ID (case sensitive):
Buyers will know your location as: Accounting Plus
Location Name: Richmond
eVA Vendor ID: VS0000002103
Virginia Location ID (VLIN): VA00001034
Ordering Address: 100 E. Broad Street, Richmond, VA 12345
Solicitation Address: 100 E. Broad Street, Richmond, VA 12345
Billing Address: 100 E. Broad Street, Richmond, VA 12345
Payment Address: 100 E. Broad Street, Richmond, VA 12345
Physical Address: 100 E. Broad Street, Richmond, VA 12345
Ordering Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555
Solicitation Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555
Invoice (Billing) Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555
Preferred Order Method: US Mail
```

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomercare@dgs.virginia.gov.